

***Duties:***

Under the general direction of the Council on Aging Board, determine needs, develop and administer the delivery of programs and services for the elderly and their families in the Town of Needham.

Plan, organize, evaluate and direct the activities of the Council on Aging; staff, schedule, and provide for training and development of Council employees; assess and recommend program priorities; develop and recommend the operating and capital budgets; ensure that the Council operates within budgetary constraints; establish and maintain appropriate records, reports, and other required documentation; and assess the Council's performance in relation to established goals.

Recruit, select, hire, train and supervise staff; make promotion, separation, salary and other personnel recommendations; and oversee recruitment, selection, training, scheduling and supervision of approximately 500 volunteers.

Manage the Stephen Palmer Senior Center physical plant; oversee safety, decoration, and renovation of the premises and other services as appropriate; and interface with Municipal Building Maintenance Department and private contractors regarding repairs, maintenance, permit issues, etc.

Direct agency public relations activities. Provide professional leadership in representing the organization to Town, regional and state authorities; to community constituencies such as Friends of Needham Elderly, Inc.; and to the media. Oversee the writing, editing and distribution of newsletters and brochures.

Counsel senior citizens and their families as appropriate; oversee the delivery of services and programs; visit providers and vendors to ensure appropriate and effective services; and coordinate council services with programs of local retirement facilities and organizations serving the elderly.

Participate in development and supervision of Town-wide and regional service delivery consortiums concerning elderly issues. Participate in development of advocacy efforts related to elderly issues at the local state and national level. Identify and apply for funding grants; maintain appropriate records and reports; account for grant funds as prescribed; and assist in coordinating Board fund raising efforts through Friends of Needham Elderly.

Attend Council on Aging Board meetings and participate in community and professional organizations as appropriate or as requested; serve on state and regional councils and boards; and attend meetings of Selectmen, Finance Committee, Town Meeting, Town departments as appropriate.

Perform other management functions and duties as appropriate.

***Basic Knowledge:***

Duties require comprehensive knowledge of gerontology and human services management equivalent to graduate training in gerontology, social work, human services administration, or allied discipline.

***Experience:***

Position requires three to five years of delivery and management experience in a human services environment for the elderly.

***Independent Action:***

Responsibilities include establishment of short and long-range plans and objectives within the scope of the Council on Aging policies and common Town-wide goals; refer final budget approval to Council on Aging, Selectmen, and Finance Committee for compliance with Town policy and objectives.

***Supervisory Responsibility:***

Manage Council on Aging staff, equivalent to 5 FTE's and approximately 500 volunteers, equivalent to 8 FTE's.

***Physical and Environmental Standards:***

- Normal office environment, not subject to extremes in temperatures, noise, odors etc.
- Regular interruptions to assist citizens.
- May spend extended periods at terminal, on telephone, or operating other office machines, requiring eye-hand coordination and finger dexterity.
- Regular lifting and carrying of files, documents, records, etc.
- Some travel by personal automobile within the state.